



**Florida Department of Highway Safety  
and Motor Vehicles**  
***Division of Motor Vehicles***  
***Manufactured Housing Section***

<b>PROCEDURE:</b> MHS - 11	<b>SUBJECT:</b> HOURLY CHARGES FOR SPECIAL INSPECTIONS
<b>DESCRIPTION AND USE:</b> This procedure concerns the hourly charge to manufactured home manufacturers and dealers for special inspections.	

**I. INTRODUCTION:**

In accordance with section 320.8255, Florida Statutes (F.S.), manufactured home manufacturers and dealers shall be charged a fee for special inspections made by a Manufactured Housing Section (MHS) compliance examiner and/or engineer including, but not limited to plant approvals, 100% plant inspection, extended inspection, increased frequency inspection, re-inspection, and Special consumer complaint investigations, as requested by the manufacturer, dealer, or as deemed necessary by the department. The charge for this service is \$30.00 per hour, plus mileage, for compliance examiners; and \$45.00 per hour, plus mileage, for engineers or individuals assigned to the Engineering Office. There shall be a minimum charge of 2 hours for any and each inspection or investigation. The state mileage rate applicable at the time of inspection/investigation shall be charged. These charges are in accordance with chapter 15C-2.003, Florida Administrative Code, Fees for Seals, Labels, and Inspections.

**II. HOURLY AND MILEAGE CHARGES:**

- A. The time shall accrue from the time the employee leaves their office or official headquarters until the time they return to their office or official headquarters. Time and mileage to and from the place of inspection/investigation shall be recorded on forms HSMV-81302 and HSMV-81010 (**see Attachments A and B on pages 4 and 5 respectively**) in the appropriate space provided, showing lunch break if time extends through lunch.

*Updates to this procedure: Attachment B revised 1/5/16; Changed letterhead on attachments to reflect new Executive Director.*

	<b>EFFECTIVE DATE:</b> 2/15/77	<b>REVISION DATE:</b> 1/5/16	<b>PAGE #</b> 1 of 8
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- B. An HSMV-81302 form must be completed for each workday that a manufacturer is on 100% inspection even though an inspector/compliance examiner may not be in the plant for a day. The top portion of the form is to be completed showing “Not in Plant” and the form is to be signed by the compliance examiner.
- C. Hourly charge reports shall be verified for accuracy and completeness and shall be submitted weekly to the MHS headquarters office by the regional office.
- D. Hourly charge report forms for trips made by the MHS engineer must be turned into the bureau’s label section immediately upon returning to the office.

### III. EXCEPTION TO THE COMPUTATION OF TRAVEL TIME AND MILEAGE:

When two or more inspections/investigations are conducted on one trip, each party involved shall be charged an equal portion of the mileage fee and travel time unless a party’s portion would be more than a round trip to the location from the official headquarters. In this case, the party would be charged the amount of a round trip charge to the location. The remaining would be charged equally among the remaining parties.

### IV. BILL OF CHARGES (CHQ):

- A. Hourly charge reports are verified for accuracy and completeness, typed and sent to the manufacturer or dealer along with a cover letter (**see Attachment C on page 7**). Copies of the hourly charge report and letter are sent to the supervisor of the region in which the plant/dealer is located.
- B. The billing charge is recorded in the Hourly Charge Receipt Journal. When the check is received from the manufacturer/dealer, a receipt and control number are assigned for tracking purposes. Four copies are made of the letter with the check attached at the bottom and all are given to the appropriate person in the department’s Cashier's Record Section in the Bureau of Accounting where they are kept for processing. A receipt number, control number, date and check amount are entered in the Hourly Charge Report file.
- C. If payment is not received within 30 days, the manufacturer's ability to purchase labels may be affected and an administrative complaint may be filed against the manufacturer which could result in a fine or suspension or revocation of the manufacturer's license.

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### V. HOURLY CHARGE RECEIPT JOURNAL:

A staff member in bureau headquarters will periodically prepare a record of hourly charges to manufacturers and send that to the Revenue Section of the Bureau of Accounting (see **Attachment D on page 8**)

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**ATTACHMENT A**  
**Inspection or Investigation**  
**HOURLY CHARGE REPORT**

\_\_\_\_\_  
Month/Day/Year

**Manufacturer or Dealer:****Address:** \_\_\_\_\_**Check One:**☐

INSPECTOR

(Charge: \$30.00 per hour, plus mileage)

☐

ENGINEER or DESIGNATED PERSON

(Charge: \$45.00 per hour, plus mileage)

TRAVEL TIME

<i>Departure Time</i>	<i>Arrival Time</i>	<i>Travel Time</i>	<i>Auto Mileage</i>
_____	_____ =	_____	_____
_____	_____ =	_____	_____
Total Travel Time			_____ Hrs.

INSPECTION TIME

<i>Beginning Time</i>	<i>Ending Time</i>	<i>Total Time</i>
_____	_____ =	_____ hrs.
_____	_____ =	_____ hrs.
Total Time		_____

**Total Time**                      hr

**TOTAL AUTO MILEAGE:** \_\_\_\_\_ x **44.5 CENTS** = \$ \_\_\_\_\_

**TOTAL TRAVEL TIME &  
+ TOTAL INSPECTION TIME:** \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**MISC. CHARGES** \_\_\_\_\_ = \$ \_\_\_\_\_

**GRAND TOTAL OF ALL CHARGES** = \$ \_\_\_\_\_

**Explain Inspection or Investigation:** \_\_\_\_\_

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## ATTACHMENT B

IPIA's REPORT #

# FLORIDA MANUFACTURER'S INSPECTION REPORT

MFR. DATE

**List Below in Sequential Order the ID # of Each Unit Inspected**

List Below in Sequential Order the ID # of Each Unit Inspected							
ID #	Station	ID #	Station	ID #	Station	ID #	Station
HUD LABEL #		ID #		<input type="checkbox"/> PRINTS		<input type="checkbox"/> APPLIANCES	

### Testing Required By The Standard

Testing Required By The Standard							
ID #	Plumbing	ID #	Gas System	ID #	Electrical		
	Fixture		Before Appl Conn		Continuity		
	Tub/Shower		After Appl Conn		Operational		
	Drainage/Vent		Egress Window		Dielectric		
	Water System	<input type="checkbox"/> Yes <input type="checkbox"/> No	Material Storage		Polarity Fixture		
NEW/UPDATE CERT.					Polarity Receptacle		
SUBJECT			DRAWING PRT #	MODEL #	APPROVAL DATE	N E W	R E V
COMMENTS:							

**Station description and process shall be recorded to comply With the DAPIA approved QA manual.**

Time In:\_\_\_\_\_Time Out: \_\_\_\_\_

Time In:\_\_\_\_\_ Time Out: \_\_\_\_\_

**Notice:** Noted in this report are violations to the Federal Manufactured Home Construction and Safety Standards found by Florida Manufactured Housing Section Personnel while conducting an inspection in this plant on the date listed below.

Travel Time To:\_\_\_\_\_From:\_\_\_\_\_

In order for you to sell or offer for sale mobile homes, you must comply with Title VI, Section 601 of the National Manufactured Home Construction and Safety Standards Act of 1974.

All violations must be corrected immediately. **Homes that are red tagged WILL REQUIRE a re-inspection before red tags can be removed and the mobile homes shipped.**

Manual/Plan Review Time: \_\_\_\_\_

Total HUD M.H. Insp Time: \_\_\_\_\_

QC's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisors Review \_\_\_\_\_ Date \_\_\_\_\_

All homes have been inspected today in at least one phase of production and are in compliance with DAPIA/HUD and QA Manual. Except for items stated on reverse side.

Inspectors Signature	Date
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**ATTACHMENT C**



**Terry L. Rhodes**  
Executive Director

2900 Apalachee Parkway  
Tallahassee, Florida 32399-0500  
[www.flhsmv.gov](http://www.flhsmv.gov)

December 31, 2003

CERTIFIED MAIL/RETURN  
RECEIPT REQUESTED

ATTENTION: General Manager

Gentlemen:

Attached is a copy of our report outlining the cost for inspection services rendered on \_\_\_\_\_, in the amount of \$ \_\_\_\_\_.

Your remittance should be made payable to the Department of Highway Safety and Motor Vehicles and forwarded to me at the address shown above, within 30 days upon receipt of this letter. Please send payment by Certified Mail and include a copy of this letter with your remittance.

If you have any questions regarding the charges listed on the attached billing report, please contact Joanne Mis, MHS Planner II, telephone 352-732-1470.

Sincerely,

Chuck Smith  
Section Supervisor  
Manufactured Housing Section  
Division of Motor Vehicles

CS/kt

Attachment

pc: Joanne Mis, Planner II

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## ATTACHMENT D

## HOURLY CHARGE RECEIPT JOURNAL

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